



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, AFNORTH BATTALION
U.S. ARMY, NATO
UNIT 21601
APO AE 09703

ACAC-BC

14 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AFNORTH Battalion Guidance Memorandum # 7 – Management Control Process Program (MCP)

1. REFERENCE: U.S. Army, NATO Policy Memorandum # 11-2-00-6; AR 11-2
2. Proper stewardship of U.S. Army resources is a commander's primary responsibility and requires careful and deliberate leadership at all levels. Commanders, First Sergeants, and staff principals of the AFNORTH Battalion will ensure vigorous enforcement of the AFNORTH Battalion and ACE MCP as outlined in command policies and AR 11-2, 1 AUG 94, Management Control. The key to ensuring our success in this area is effective documentation of procedures, self-assessment, and command inspections of our programs. Commanders must establish feedback mechanisms, leader education, accountability at each level, and consistent periodic reviews to ensure no material weaknesses exist.
3. Each individual with one of the following additional duties will have a statement in their OER/NCOER support form/counseling checklist addressing their responsibilities under this program. The following positions are key points of contact for the AFNORTH Battalion MCP:
 - a. AFNORTH BN Assessable Unit Manager (Battalion Commander).
 - b. AFNORTH BN Management Control Administrator (Battalion Executive Officer)
 - c. HHC AFNORTH Unit Administrator (HHC, Company Commander)
 - d. JCCENT Company Unit Administrator (JCCENT Company Commander)

ANGELA M. CUMMINGS
LTC, AG
Commanding

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